

Building Blocks of Kalamazoo
Job Description – Catalyst Program Coordinator



Organization

Building Blocks is a vibrant resident-oriented neighborhood revitalization organization building the collective capacity of residents to address issues, complete projects, and collaborate with community stakeholders. At the heart of Building Blocks' work is the commitment to asset-based community organizing utilizing the strengths and gifts of engaged residents and the streets. Building Blocks has played an integral role in the revitalization of Kalamazoo's central city neighborhoods since 1995. Building Blocks is growing and seeks an energetic and innovative team member to coordinate all aspects of the Catalyst Program.

Position

Reporting to the Executive Director, the Catalyst Program Coordinator will have overall responsibility for Building Blocks' Catalyst Program activities including Neighborhood Leader Academy Sessions offered through both the Catalyst and Sustained Programs. The Catalyst Program Coordinator will maintain a direct connection to facilitators and projects by completing field visits as part of their responsibility.

Responsibilities

- Oversee all aspects of the Catalyst Program including maintaining relationships with and supporting neighborhood organizational partners, preparing and distributing site applications, communicating decisions, coordinating supporting materials and evaluation.
- Review, revise and prepare necessary materials as needed and with input of resident facilitators and neighborhood organizational partners.
- Oversee the development and coordination of all Neighborhood Leader Academy activities for the Catalyst Program and in partnership with the Sustained Program Manager for the Sustained Program.
- Develop, coordinate and facilitate training sessions for resident facilitators serving in the field during the Catalyst Program.
- Develop and maintain positive relationships with residents, consistently meeting individually and collectively to assess and explore desires, aspirations, strengths, interests and vision of the future of their block
- Actively engage, motivate, coach and energize Catalyst Program interns, resident facilitators, partnering organizations, and in-kind contributors.
- Maintain relevant documentation and evaluate program impact and effectiveness to make recommendations for improvement.
- Participate as a member of the Building Blocks programming committee.
- Other duties as assigned

Qualifications

- Prior experience in block-level community organizing and asset-based assessment desired
- Possess ability to engage in constructive conflict resolution practices
- Possess excellent written and verbal communication skills
- Possess strong human relations and problem-solving skills

- High level of knowledge of local resources and organizations within Kalamazoo
- Level of technical knowledge related to construction and/or landscaping desired
- Have own transportation and ability to travel to sites throughout the City of Kalamazoo
- Knowledge of Building Blocks preferred
- Currently resides in one of the seven target neighborhoods preferred
- Occasionally participate in manual labor related to projects including lifting and/or moving up to 50 pounds

Time/Hours: Part-time up to 20 hours/week;
Seasonal (January 1 through October 31);
Some evening and weekend availability required

Salary Range: \$13 to \$15 hourly, dependent upon experience

Applicants: All interested applicants should submit a cover letter and resume to Carrie Drake, Executive Director at carrie@bbkazoo.org. Applications will be reviewed on a rolling basis. Applications submitted by December 1, 2018 will be prioritized. The position will remain open until filled.

Building Blocks is an equal opportunity employer.